Installation Instructions for California Franchise Tax Board's K-1 TestWare

Background

K-1 TestWare is a PC-based software program we developed to help you successfully submit Schedule K-1 information on CD or diskette. It allows you to identify and correct errors before you submit your Schedule K-1 information to us for processing.

K-1 TestWare contains two components, K-1 Verify and K-1 Convert, and samples of how your files should look when they pass or fail these components. K-1 TestWare performs data integrity checks only; it does not perform or verify any calculations.

Benefits of Using K-1 TestWare

The primary benefit of using K-1 TestWare is the assurance that your Schedule K-1 information is properly formatted for our system. This enables the most efficient and accurate processing of your information.

An example of the K-1 Edit Report is located on the last page of the *Guide for Filing Paperless Schedules K-1 (565 or 568),* FTB Pub. 1062. Additionally, Sections 6 and 7 will help you identify what and where the error is.

Please use K-1 TestWare whenever you submit files on CDs or diskettes. If you currently send cartridges, we recommend that you download or copy sample data files onto your PC for testing purposes. This allows you to benefit from the K-1 TestWare as well.

K-1 Convert

The K-1 Convert program expands your files from a delimited format to a standard fixed length format. K-1 Convert also reformats spreadsheets, allowing your records to process accurately when you use the K-1 Verify edit program.

K-1 Verify

The K-1 Verify program edits header, detail, and trailer records to ensure the fields are the correct length and position. When your files pass the K-1 Verify program edits, send only your production files via CD or diskette to us. Do not submit test files.

Installation Instructions

K-1 TestWare will operate on the Microsoft Windows operating systems, including Windows 95, 98, 2000, NT, ME, and XP. To install K-1 Testware:

1. Download the K-1 TestWare from our Website: www.ftb.ca.gov

2. Double-click the K-1 icon to install all seven TestWare components:
   - Readme.exe
   - Convert.exe
   - Verify.exe
   - Four sample data sets

3. Open Readme.exe for instructions on using K-1 Convert and K-1 Verfy

FTB Pub. 1062

You can find additional information regarding filing paperless Schedules K-1 (565 or 568) in our *Guide for Filing Paperless Schedules K-1 (565 or 568),* FTB Pub. 1062. This guide is available on our Website at **www.ftb.ca.gov**.

Limit of Liability

The Franchise Tax Board makes no warranties of any kind, either express or implied, with respect to the K-1 TestWare. In no event shall the Franchise Tax Board be liable for any damages arising from or related to the use of this K-1 TestWare.

Assistance

If you have questions regarding K-1 TestWare, contact the e-Programs Customer Service Unit at (916) 845-0353, between 8 a.m. and 5 p.m.

Thank You
For your participation in FTB's
Paperless Schedules K-1 (565 or 568) Program